



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS UNITED STATES AIR FORCE**  
**WASHINGTON, DC**

4 September, 2001

MEMORANDUM FOR ALL MAJCOM/CEP  
HQ USAFA/CEP  
HQ AFRC/CEP-2  
ANG/CEP  
11WG/CEC

FROM: HQ USAF/ILEP  
1260 Air Force Pentagon  
Washington DC 20330-1260

SUBJECT: Civil Engineers Programmers Workshop 2001

AF/ILEP will host our annual Civil Engineering Programmers Workshop on 23-24 Oct 01 in Washington DC. The purpose of the workshop is to discuss lessons learned and results of the FY03 APOM/ABES and the FY04 POM strategy including Annual Planning and Programming Guidance, refine the framework for managing CE programs, and ensure we have a coordinated investment strategy.

The workshop will be held at the Crowne Plaza Washington-National Airport, 1489 Jefferson-Davis Highway, in Crystal City (near Crystal Gateway 1, where ILE is located). We request that you try to limit sending only one representative to the workshop. Attendees should make individual travel and billeting reservations as soon as possible by contacting the Crowne Plaza directly at 703-416-1600. A block of rooms has been reserved for this workshop under the name "Air Force Civil Engineering." It is important to note that room rates this time of year (high season) change to the higher rate of \$140.00 per night,

therefore, your orders MUST reflect the correct per diem reimbursement rate to cover this higher than usual cost, by including the statement “Actual Lodging Authorized,” or “Actual Expense Authorized,” on your orders.

We will send you additional workshop details within a few weeks. Please inform us who will attend the workshop from your Command. If you have an agenda item you would like the Air Staff to address, or you would like to brief yourself, inform us as soon as possible. Please have you staff contact our POC, Lt Col Robert C. Wilson, AF/ILEPA at 703-875-7202, e-mail wilsonrc@state.gov, if there are any questions.

//signed – mnf//

MARVIN N. FISHER, Col, USAF  
Chief, Programs Division  
DCS/Installations & Logistics

Attachment:  
Workshop package

cc: AF/ILEC/H/I/O/V/X